

# Issuing Replacement Checks

**1<sup>st</sup> - Void all checks that are being returned to the clinic**

## Reissue Checks:

1. Food Instrument Processing
2. On Demand Generation
3. At the Family Issue prompt, type "N" & enter.
4. In the participant ID field, type the clients individual ID number.
5. Enter though both date fields (or back date if necessary)

### For Full Package:

6. Enter, "Y" in the "Whole Package Field" to replace a whole package.

or

### For Partial Package:

6. Enter, "N" in the "Whole Package Field" - to replace a partial package.

7. Enter "Y" at the alt pkg prompt if printing peanut butter check; or "N" for a beans check.

8. Place an "x" next to the check you want to print; press enter. (You may need to arrow down to find the correct check)

7. Enter through the pick up interval. Enter reason code 1.

8. Enter "Y" in the "issue Food Instrument" field to print checks.

9. Enter through the pick up interval. Enter reason code 1.

10. Enter "Y" in the "issue Food Instrument" field to print checks.